



GOVERNMENT OF THE U.S. VIRGIN ISLANDS

DEPARTMENT OF HEALTH

ENVIRONMENTAL HEALTH DIVISION

SPECIAL EVENTS REQUEST FORM

All requests must be submitted to inspections.deh@doh.vi.gov at least 14 days before the event.

******Any request submitted less than 14 days before the event will be denied.******

Name of Applicant: _____ Phone Number: _____

Date: _____ Applicant's Email Address: _____

Name of Venue/Establishment Owner: _____ Phone Number: _____

Name of Venue/Establishment: _____ Phone Number: _____

Physical Address of Venue: _____

Pre COVID-19 Capacity: _____ Number of Expected Attendees: _____

Type of Event: _____

Date & Time (beginning and end) of Event: _____ Food Served: Yes / No Alcohol Served: Yes / No

Live Music: Yes / No If "Yes" Explain: _____

EVENT DETAILS

Signature of Applicant: _____ Date: _____

Signature of Venue/Establishment Owner: _____ Date: _____

Recommended / Not Recommended

Approve / Disapprove

Signature: _____ Date: _____

Wanson S. Harris, CIH, COHC, Director, Environmental Health Division

Signature: _____ Date: _____

Justa E. Encarnacion, RN, BSN, MBA/HCM, Commissioner of Health

The COVID-19 Taskforce has the right to conduct compliance inspections. If found to be out of compliance, a "Cease-and-Desist Order" will be issued for the event. DOH requires all promotional materials to be shared with the Division of Environmental Health prior to public distribution. Email: inspections.deh@doh.vi.gov